

**TOWN BOARD ORGANIZATIONAL MEETING**  
**January 8, 2025**

The 2025 Organizational Meeting was called to order by Deputy Supervisor Jan Lennox at 7:00PM. Those present were Councilors Dianne Hurley, Michele Robillard, Mark Rice, Clerk Bullock and Superintendent of Highways Duane Sykes. In attendance from the public was Deputy Town Clerk Patricia Lennox and Keri Tremper from DANC. Supervisor Jeff Shippee was absent.

Whereas, the Town Board of the Town of Edwards has met for the purpose of Annual appointments and designations:

Motion by Councilor Rice and seconded by Councilor Robillard to appoint Deborah Bullock as receiver of taxes (Tax Collector) for 2025. Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice to appoint Jan Lennox as Deputy Supervisor for 2025. Adopted: 3 Ayes: Hurley, Robillard & Rice 0 Nay Councilor Lennox abstained.

Motion by Town Councilor Robillard second by Town Councilor Hurley to hold regular monthly meeting of Town Board on the second Wednesday of each month at 7:00PM at the Town Hall. Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard to include public participation on the agenda for the regular town Board meeting at the end of each meeting limited to 3 minutes per person. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley seconded by Town Councilor Robillard to appoint Deborah Bullock as Town of Edwards Registrar of Vital Statistics for the year 2025. At a salary of \$600.00, to be added to monthly check. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Councilor Rice seconded by Councilor Robillard to appoint Patricia Lennox as Deputy Town Clerk, Deputy Tax Collector & Deputy Registrar of Vital Records for 2025. Adopted 4 Ayes: Hurley, Robillard, Rice & Lennox Nay 0

Motion by Town Councilor Hurley second by Town Councilor Robillard to appoint Charlotte Dean as Town Historian for year 2025 at annual salary of \$500.00 payable in November. Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox 0 Nay

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Motion by Town Councilor Hurley second by Town Councilor Rice to appoint Deborah Bullock as the Town of Edwards Records Management Officer to follow elected term. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay.

Motion by Town Councilor Robillard second by Town Councilor Hurley to pay members of Assessment Board of Review an annual fee of \$100.00, if a second meeting is held, they will be paid an additional \$50.00. Payment to be made after completion of final assessment roll for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard to designate the Watertown Daily Times as the official newspaper for all Public Notices for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Robillard that Supervisor be a member of St. Lawrence Co. Supervisor's Association, to attend meetings thereof with privilege of inviting Town Board members to attend and the Town to pay expenses incurred and also to pay any dues that may be levied. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice seconded by Town Councilor Robillard to appoint Richard Bullock as Deputy Highway Superintendent, for a one-year term, ending December 31, 2025, with an annual salary of \$500.00 payable in November. As allowed by the NYS Town highway Superintendent's Highway Laws. The salary and appointment to be revisit as needed. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Robillard seconded by Town Councilor Hurley to authorize Town Membership in NYS Association of Towns and to pay necessary dues and authorize Town Officers to attend meetings and be reimbursed for expenses. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nays

Motion by Town Councilor Hurley second by Town Councilor Robillard to pay Town Officers and Employees to be paid by the prevailing IRS rate per mile \$0.70 for use of private auto on official business, and to reimburse officers and employees for other necessary expenses for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Robillard second by Town Councilor Rice

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to reimburse Planning and Zoning Board Members for expenses for training. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox  
0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard to pay salaries to Supervisor, Highway Supt., Town Clerk, Deputy Town Clerk, Town Justices, Town Justice Clerk, Town Secretary to the Supervisor, Town Water & Sewer Administration, Council Members, and Assessors as specified in the 2025 Town Budget. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Robillard to appoint Phillip Soper, Patricia Lennox and Fred Finley as Cemetery Trustees for the year 2025 and to designate Fred Finley as Secretary of Trustees at an annual salary of \$750.00 to be added to monthly check. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard designating the Law Firm of Case & Leader as Town Attorneys for 2025. Paid on as need bases. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Robillard to designate Community Bank, NA as the Official Depository for Town Funds and the Supervisor as Chief Fiscal Officer, shall utilize the service of any bank operating in St. Law. Co. for the deposit of idle funds of the Town in interest bearing accounts in such manner as to reasonably maximize the interest return on such funds and shall comply with all State Regulations relative to security for such funds or Certificates of Deposit. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox  
0 Nay

Motion by Town Councilor Robillard second by Town Councilor Rice to appoint Maria Moyer as Town Dog Control Officer for 2025 with Daniel Moyer as non-pay assistant. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Robillard to accept and extend the signed Lease/Service agreement for Dog Pound/Shelter Services with Daniel Moyer for 2025, at the cost of \$800.00 payable at this time. Dogs held for court cases are \$20.00 per day to be paid by the Town due to the increased number of resources required for housing such dogs. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

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Motion by Town Councilor Rice second by Town Councilor Robillard to appoint Duane Sykes as Town Safety Officer, \$1500 per year for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley seconded by Town Councilor Rice to appoint Larry Atkinson as Town Code Enforcement Officer for 2025 Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox 0 Nays

Motion by Town Councilor Rice seconded by Town Councilor Robillard to appoint Sharee Lanphear as Secretary to the Supervisor for a two (2) year term. Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox Nays 0

Motion by Town Councilor Robillard seconded by Town Councilor Rice to Designate Sharee Lanphear, Secretary to the Supervisor as Town Budget Officer for a two (2) year term. Adopted: 4 Ayes: Hurley, Robillard, Rice & Lennox 0 Nays

Motion by Town Councilor Hurley second by Town Councilor Robillard to accept the Town Procurement Policy as is for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard to set \$10.00 as a price for a copy of Town Zoning Laws (Land Use Regulations) for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Rice that the Edwards Town Board has set six (6) hours as the standard work day for the Town Clerk & Assessor for 2025. That the Highway Superintendent's standard work day is set at eight (8) hours, for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Robillard second by Town Councilor Hurley to accept the Town Workplace Violence Prevention Policy & Incident Reporting per update for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Robillard to accept the Town of Edwards Emergency Preparedness Plan as is for 2025 Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Hurley second by Town Councilor Robillard for review by all of the Town of Edwards Local Law No.1

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of the Year 2012, accept the Town of Edwards Code of Ethical Conduct, all to sign receipt of code for 2025. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Therefore be it Resolved; that the Town Board of the Town of Edwards have held their annual organizational meeting and all the above take effect immediately. Motion to accept by Town Councilor Robillard second by Town Councilor Rice. Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nay

Motion by Town Councilor Rice second by Town Councilor Hurley to adjourn at 7:15PM Adopted: 4 Aye: Hurley, Robillard, Rice & Lennox 0 Nays

I, Deborah Bullock, Clerk of the Town of Edwards, County of St. Lawrence State of New York, Do hereby certify that the above is a true and exact copy of Edwards Town Board Organization Meeting duly passed by the Town of Edwards Council at the Regular Town Board Meeting held on January 8, 2025



**Deborah Bullock**  
**Edwards Town Clerk**